

Historic Sites Information System Manager

I. IDENTIFYING INFORMATION

Position Number: 102283
Department: Land and Natural Resources
Division: Historic Preservation
Branch
Geographic Location: Kapolei, Hawaii

II. INTRODUCTION

Function of this organizational unit: Chapter 6E, Hawaii Revised Statutes, establishes a historic preservation program within the Department of Land and Natural Resources. The Historic Preservation Division carries out the state's historic preservation program and is responsible for the development and maintenance of a statewide inventory of historic properties, including burial sites and those listed on the State and National Registers of Historic Places.

Purpose of the position: This position oversees the development and maintenance of the statewide inventory of historic sites information system, as well as the division's web site and reports directly to the division administrator.

This position is responsible for assessing the adequacy of the division's current information systems and databases and for developing a strategic plan for the integration of these systems. The strategic plan will identify system workflows and improvements to these workflows that will increase the division's productivity; data requirements for federal and state funding authorities; data requirements to ensure historic sites and properties are adequately documented; the reliability of data currently captured in the division's information systems and a system design that will allow for the timely review of projects which may impact historic properties.

This position is also responsible for determining system staffing requirements, providing other government agencies and the public with access to specific data fields to streamline the historic preservation review process, and maintaining the division's web site.

III. MAJOR DUTIES & RESPONSIBILITIES

A. System Planning and Design

Develops and maintains an information system for the Historic Preservation Division's current and future operational needs.

Conducts systems evaluation, including interviewing affected persons at all levels and functions to determine information needs and potential problem areas, establishing and maintaining an index of collected data, and describing and analyzing work processes.

Defines the Historic Preservation Division's information requirements and data attributes.

Oversees consultants who may be hired to assist with system requirements definition tasks. Monitors the performance of consultants to ensure work products are delivered in a timely and adequate manner.

B. System Planning and Design

Analyzes alternative data processing hardware and software solutions. Identifies constraints and assumptions.

Designs overall data systems, including identifying inputs, outputs, and system controls and establishing a project schedule. Designs overall web and Internet presence for the Historic Preservation Division.

Draft bid specifications for hardware and software requirements and evaluating proposals.

Implements requests for proposals to hire consultants or vendors to design, develop, and install computer system according to specifications. Monitors performance of contractors to ensure work products are delivered in a timely and adequate manner.

Consults with applicable State agencies to ensure compliance with DIPIRM and other State requirements related to information technology.

C. Database Management

In collaboration with ITD, keep data and software current.

Maintain database security, backup data, and establishes/maintain data links and relationships.

Integrates GIS, existing databases, mapping and GPS technology and other spatial related solutions.

Loads and converts map data from contractors, government agencies, and the internet while ensuring proper data quality and reliability. Also, provides metadata and includes GIS, GPS and Remote Sensing data.

Ensures attribute data is entered properly and on schedule.

D. Staff Management

Determines entry staffing needs and prepares position description statements and budget request to meet these staffing requirements.

Coordinates GIS internship program and recruits for intern positions.

Provide direct oversight and management of data entry clerks, as well as interns.

E. Training and Support

Provides training directly or coordinates the procurement of such services to train staff on use of computer programs and systems.

Drafts policies and procedures manual and provides other documentation necessary for system use.

Provides problem resolution support for the Historic Preservation Division information system related hardware and software.

F. GIS and Web Development

Develops and implements interface with geographic information systems (GIS) to allow for the utilization of geospatial data relevant to the management of historic properties, including but not limited to description of historic sites including functionality; land ownership; land use; topography and soils; historic register information; GPS coordinates.

Develops and implements a web-based interface to the State Historic Preservation Division Information System.

Designs, develops, and implements Internet/Intranet capability to be able to enhance communication within and outside the Historic Preservation Division, such as electronic submittal of projects requiring review. Identifies and implements necessary server hardware to support this system.

Maintains and updates the division's web pages.

Essential Duties:

[1] The performance of this function is the reason that this job exists.

[2] There are limited employees among whom the performance of this function can be distributed.

[3] This function is highly specialized. Employees are hired for their skill/ability to perform this function.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor

Position No. 102282

Class Title Historic Preservation Division
Administrator

B. Nature of Supervisory Control Exercised Over the Work.

The Historic Preservation Information Systems Manager receives general directives from the Division Administrator and is expected to identify and carry out work requirements with minimum supervision. The incumbent is expected to work independently and seek supervisor's guidance when changes in workplan or expected outcomes occur.

C. Nature of Available Guidelines Controlling the Work.

State system requirements for the development of databases and information systems,

V. REQUIRED LICENSES, CERTIFICATES, ETC.

A valid Hawaii State driver's license is desirable.

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge of: Hawaii's geography, computer system development, including the integration of multiple systems; data processing technology and techniques, including database management and Geographic Information Systems (GIS); and project management.

B. Skills/Abilities: Manage large and complex projects; apply problem solving techniques to difficult and complex situations and problems; identify alternative solutions; evaluate project operations to recommend, improve and install methods and procedures; possess good written and oral communication skills; develop and maintain effective working relationships with a broad range of personnel from non-technical users to highly technical data processing systems specialists, manage external consultants and contractors, produce high quality maps, GPS technology and understanding of geographic, cartographic, and remote sensing theories and practices.

C. Education: Graduation from an accredited four (4) year college or university with a bachelor of arts or science degree in computer science or in a related major

D. Experience: A total of five years general and specialized work experience is required as follows:

General Experience:

Three and a half (3 1/2) years of professional experience which involved the development and implementation of a large and complex computer system. Such experience must have demonstrated the ability to elicit information orally and in writing, to apply problem solving methods and techniques to difficult and complex situations and problems, to identify alternatives and to prepare clear and concise written reports and recommendations for action.

Specialized Experience:

One and a half (1 1/2) years of progressively responsible professional work experience which involved designing, adapting, and implementing a computerized land or property management information/inventory system. Work experience must include conducting studies, working with affected parties and making recommendations to management for the development or revision of standards, policies or procedures, providing technical advice and direction to management, conducting research for the purpose of improving a management information system, and developing guides to be used for the implementation of the system.

VII. TOOLS, EQUIPMENT & MACHINES
Microsoft Word, Access Database, GIS, GPS